



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

Third Taxing District of the City of Norwalk

Commission Meeting

Monday, August 19, 2019 at 7:00p.m.

At the Third Taxing District Office, 2 Second Street, East Norwalk, CT

1. Public Comment – 15 Minute Limit
2. Minutes of Meeting – August 5, 2019 Regular Meeting – A/R (Pgs. 1-6)
3. Solar Project Discussion
4. Discussion of East Avenue Project
5. Harris Customer Training Conference – A/R (Pgs. 7-8)
6. Strategic Planning (Pgs. 9-11)
7. Adjourn

***A/R – Action Required/See Attached Motion**

Agenda backup material is available at the TTD office, www.ttd.gov and will be available at the meeting.

M:\Shared\ Commission Meeting Information\Agenda 8-19-19.doc

District Commissioners

Johnnie Mae Weldon 203-216-2652
Debora Goldstein 203-252-7214
Pamela Parkinson 203-858-4261

Chairperson
Commissioner
Commissioner

Kevin Barber
Ron Scofield
Ed Holowinko

203-866-9271
203-866-9271
203-858-5750

General Manager
Assistant General Manager
Treasurer

DRAFT

THIRD TAXING DISTRICT

of the City of Norwalk

Commission Meeting

August 5, 2019

ATTENDANCE: Commissioners: Johnnie Mae Weldon, Chair; Debora Goldstein; Pamela Parkington; Ed Holowinko, Treasurer

STAFF: Kevin Barber, General Manager
Ron Scofield, Assistant General Manager/District Clerk

CALL TO ORDER

Commissioner Weldon called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

MINUTES OF MEETING

June 17, 2019 Regular Meeting

Page 2, First Line – The word “AD” should be “ADD.”

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF JUNE 17, 2019 REGULAR MEETING AS AMENDED.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Barber reviewed the Financial Highlights with the Commission for July 2018-June 2019 (12 months unaudited). Mr. Barber stated that there will probably be some minor adjustments to the figures once the audit is complete. Total Income is \$10,267,887.00 versus \$10,562,974.00 for last year, a difference of (2.79%). Total Expense is \$9,631,537.00 versus \$10,288,858.00 for last year, a difference of (6.39%). Net Income is \$1,025,510 versus \$1,823,963.00 for last year, a difference of (44%).

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Total Cash on hand is \$6.5 million. The current Outstanding Principal Balance with CMEEC is \$3,454,531. Mr. Barber reminded the Commission that this balance is larger than it was at the beginning of the year due to the reallocation of Wallingford Electric's ownership in the Microgen project.

Mr. Barber reviewed the P&L for the Electric Company with the Commission. Total Income was \$10,267,887 versus the budgeted amount of \$10,06,000, a difference of 2.07%. Net Operating Income was \$636,350 versus the budget amount of \$368,205, a difference of 72.82%. Net Income was \$1,527,221 versus the budget amount of \$761,765, a difference of 100.48%.

Mr. Barber reviewed the P&L for the District with the Commission. A few of the expenses went over budget, but overall the District P&L remained under budget for the fiscal year. Some of the items that went over budget include the Cemetery Maintenance (damaged fence), Library Property Maintenance (maintenance per the Fire Marshall) and the Christmas Tree Lighting (stage rental due to the Showmobile being unavailable).

KPI's – Mr. Barber told the Commission that he had reviewed the KPI's in-depth and revamped the chart to have more detail, and also provided a graph of the Analysis for the Operating Ratio, Power Supply Expense Ratio and the Rate of Return. Mr. Barber walked the Commission through the new charts and explained each in detail.

PCA – The Rate Stabilization Fund is at \$3.7 million. The projected amount over the next five years has the RSF increasing. Mr. Barber indicated that the Commission may need to make a decision in the future on adjusting the PCA and/or the billable CMEEC rate in order to start driving the RSF in a downward path to the target figure of \$2.75MM to \$3.0MM.

ANNUAL OYSTER FESTIVAL

Mr. Barber told the Commission that the Seaport Association has once again asked Third Taxing District to assist with the set-up and teardown of power lines and temporary service at the Annual Oyster Festival to be held on September 6, 7 and 8, 2019 in Veteran's Park.

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THIRD TAXING DISTRICT'S PARTICIPATION IN THE 2019 ANNUAL OYSTER FESTIVAL AS PRESENTED.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

CMEEC UPDATE

Mr. Barber updated the Commission on the following items:

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of the City of Norwalk
August 5, 2019

- CMEEC has started its process to replace and hire a new CEO. The Governance Committee of CMEEC has been working on developing a revised job description and CMEEC retained Mycoff Fry & Prouse LLC, a well-known and highly regarded agency, to assist in the search. The anticipated timeframe is approximately six months.
- The Special Committee of CMEEC which Commissioner Goldstein chaired, has been dissolved. Their work has been completed and the tasks that were identified have been handed off to Committees.
- In September, Mr. Barber will be joining Michael Lane, the Chairman and the Vice Chairman of CMEEC in New York City to visit with Moody's in regard to CMEEC's rating.

GENERAL MANAGER'S REPORT

Norwalk 2.0 Concerts – Mr. Barber has been in contact with Jackie Lightfield about the summer concerts being held in Constitution Park. The major concerns (restrooms and garbage) have been addressed and are being handled accordingly. Mr. Barber will continue to be in communication with Ms. Lightfield on a weekly basis through the concert season.

Update of East Avenue – TTD has met with the City of Norwalk to discuss the conceptual plans of undergrounding on East Avenue and also discussed the property at 215 East Avenue. The City of Norwalk has asked TTD to submit a design from the Metro North bridge up to I95. Mr. Barber said that Mike Adams has done good job of coming up with a concept. The project seems to be progressing. TTD has continued to remind the City of Norwalk that TTD is not guaranteeing that they will agree to go underground on East Avenue, as it will need to be brought back to the Commission for a final decision.

As for 215 East Avenue, the City of Norwalk has provided TTD a conceptual diagram of something that could possibly work, which is in the early stage of design.

Library Steps – Mr. Barber told the Commission that the library has informed him that a patron of the library had slipped and fell outside on the lower level of steps. It was brought to the attention of TTD in order to see if anything can be done to help avoid this type of occurrence in the future. TTD will look into having the lower landing and lower two steps painted with non-slip (sand) paint to avoid slippage, as well as have yellow lines painted at the edge of the lower steps for easier visibility.

Discussion on Solar/Battery Storage Policies – Mr. Barber would like to start enhancing and revising some of the policies with regard to solar and battery storage. One of the main reasons is that TTD is starting to get more and more customers interested in solar. Some of the arrays that they would like to install are on the larger size, i.e., commercial properties. Mr. Barber indicated that there are potentially one or two commercial properties that will probably want to install large solar arrays in the near future, which could potentially have an impact on TTD.

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Mr. Barber has been in contact with CMEEC regarding 25 Van Zant Street. CMEEC is going to start looking into whether or not it's going to be a worthwhile project for CMEEC to do. On the surface, the project looks like it has good potential, but they still need to have a more in-depth look at the project before any decision can be made. CMEEC's Risk Management Committee has a meeting on August 15, 2019 and will be discussing the project.

Mr. Barber would also like to start reviewing the residential rates for solar and consider what will need to be done with net metering and begin to implement some changes.

APPA BUSINESS AND FINANCIAL CONFERENCE

Per Mr. Barber's contract with TTD, he is asking the Commission for their approval to attend the upcoming APPA Business and Financial Conference to be held September 15-18, 2019 in Minneapolis, MN. In addition to attending the conference, he is also interested in a preconference seminar.

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE MR. BARBER TO ATTEND THE CONFERENCE AS PRESENTED FROM SEPTEMBER 15-18, 2019 PLUS ANY NECESSARY TRAVEL DATES.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Barber mentioned to the Commission that per his contract he is approved for two conferences, but it is possible that there could be a third conference this year that he would like to bring to their attention. It is a Harris User Group conference to be held later in the year (end of October). Since Harris is TTD's billing system and TTD is in the process of identifying what to do with the system, he believes it may be a good opportunity for him to attend. If necessary, he will bring it back to the Commission at a future date for their approval.

PROJECT SUMMARY

Mr. Barber informed the Commission that based on their recommendation at a past meeting, he cleaned up/purged old items on the Project Summary report.

AT&T Pole Attachments – The agreement is moving along. They are inquiring into the use of three poles in the District.

Storage Facility – The building is coming along, but a bit slower than anticipated. The building is now completely enclosed and work will now start on the inside of the building.

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Mr. Barber asked the Commission about the next scheduled meeting for Monday, August 19, 2019. Originally this meeting was slated for Strategic Planning. As Strategic Planning has not been worked on in approximately two months, he is not sure whether or not the Commission wants to continue at this time.

Commissioner Parkington is hoping that she will be able to attend the meeting of August 19, 2019 but is not certain at this time. Should something change, she will inform the Commission.

Commissioner Goldstein indicated that she has not seen anything about the next phase of Strategic Planning. She would also like to see two agenda items added - the solar/battery storage policies that Mr. Barber referred to in his General Manager's Report and a discussion on East Avenue.

Commissioner Weldon indicated that the meeting on August 19, 2019 will remain.

ADJOURNMENT

**** COMMISSIONER WELDON MOVED TO ADJOURN.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

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of the City of Norwalk
August 5, 2019

MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.




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Memorandum

To: TTD Commissioners

From: Kevin Barber – General Manager 

Date: August 14, 2019

Subject: Harris Customer Training Conference – October 7-11, 2019

Cogsdale Corporation, TTD's customer information system (CIS) vendor, is holding its yearly user conference on October 7-11 in Denver CO. The conference is being held as part of the Harris Customer Training Conference (HCTC). Cogsdale is a subsidiary of Harris Computer Systems, Inc. This conference will provide knowledge on the CIS, as we prepare for an upgrade to the latest and greatest version of the system.

As part of my employment contract, I am required to receive approval from the Commission by action at a regular or special meeting, with reasonable advance notice. Please accept this memo as my request to attend this conference.

I would be happy to answer any questions that you have regarding this request at the meeting on Monday evening.

District Commissioners

| | | | | | |
|---------------------------|--------------|--------------|---------------------|--------------|---------------------------|
| Johnnie Mae Weldon | 203-216-2652 | Chairperson | Kevin Barber | 203-866-9271 | General Manager |
| Debora Goldstein | 203-252-7214 | Commissioner | Ron Scofield | 203-866-9271 | Assistant General Manager |
| Pamela Parkington | 203-858-4261 | Commissioner | Ed Holowinko | 203-858-5750 | Treasurer |

COMMISSIONER _____ MOVED TO APPROVE MR. BARBER TO ATTEND THE
HARRIS CUSTOMER TRAINING CONFERENCE TO BE HELD IN DENVER, CO FROM
OCTOBER 7-11, 2019 AS PRESENTED.

COMMISSIONER _____ SECONDED.



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Memorandum

To: TTD Commissioners
From: Kevin Barber – General Manager
Date: August 14, 2019
Subject: Strategic Planning Session

At Monday night's Commission meeting, we will take the next step on the Strategic Planning process. We will be continuing with the review of the items listed in the Service – Related column for the first year. After completing the first-year items we will continue with the second- and third-year items and if time permits, fourth- and fifth-year items.

Attached please find the document we have been using that lists all the items by category. I've also included an excerpt from the minutes of the April 15, 2019 meeting that dealt with the strategic planning process.

As with the previous sessions, we will place a one-hour limit on this agenda item. The goal should be to provide all participants with full understanding of the items listed. We will have the opportunity to modify the lists as needed, including removing items from the list.

Please let me know if you have any questions.

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General Manager
Assistant General Manager
Treasurer

| Timing | Service - Related | Infrastructure | Governance |
|--------|---------------------------|-------------------------------|---------------------------|
| 1 | Review Plan B for CMEEC | Undergrounding? | District Events |
| 1 | Net Metering/Loss of Load | District Assets (Real Estate) | Unauthorized TTD Parking* |
| 1 | Cost of Power | | By-Laws/Charter |
| 1 | District Events | | Swag/Gimmes/Freebies* |
| 1 | | | Sign Litter in Parks* |
| 1 | | | CT Legislative Issues |
| 1 | | | Dogs in Edgewater Park* |

(Added at 4/15/19 Mtg.)

| Timing | Service - Related | Income Opportunity | Infrastructure | Governance |
|--------|------------------------------|------------------------|-------------------------|--|
| 2-3 | C&LM Programs | Distributed Generation | Distributed Generation | In-house policies/procedures |
| 2-3 | Customer Satisfaction | Norden Generators | Norden Generators | Emergency Procedures/Security (Employee) |
| 2-3 | Improving Communications | | Advanced Billing System | Emergency Procedures/Security (PURA) |
| 2-3 | Better Outage Communications | | Historical Assets | Banners |
| 2-3 | Advanced Billing System | | | OPEB |

| Timing | Service - Related | Income Opportunity | Infrastructure | Governance |
|--------|---------------------|------------------------------|------------------------------|--------------------------------|
| 4-5+ | Enhanced Technology | Other Revenue Sources | Alternate Generation Options | Succession Planning |
| 4-5+ | | Alternate Generation Options | Municipal Broadband | District Funding from Electric |
| 4-5+ | | Municipal Broadband | | Library - Cost to Support |

*Items handed off to staff at the April 15, 2019 Commission meeting.

STRATEGIC PLANNING SESSION

Mr. Barber reviewed the memo he had provided to the Commission in their packet with his thoughts as how to move forward at this point with Strategic Planning. Included was a chart created by Commission Goldstein from the last meeting which arranged the issues for discussion into groupings. Mr. Barber thought the Commission could start with all the issues that had a timing of 1 year and list a detailed description/definition, assign it to whomever will be working on it and give it a priority value between 1-5.

Out of the three categories (Service-Related, Infrastructure and Governance), the Commission was able to complete the initial work on the issues under Governance and Infrastructure. Four of the issues under Governance were handed off to staff to work on and to bring back any recommendations or draft policies to the Commission. The remaining items under the Service-Related category with a timing of 1 year will be discussed in detail at the June 17, 2019 Commission meeting. Issues falling under the timing of 2-3 or 4-5+ years will also be discussed at the June 17, 2019 meeting, time permitting.

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES TO AD AN AGENDA ITEM.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER GOLDSTEIN MOVED THAT THE AGENDA ITEM BE ADDED AS THE FIRST EXECUTIVE SESSION ITEM, TO DISCUSS ATTORNEY-CLIENT PRIVILEGED COMMUNICATION, CGS 1-210(b)(10).**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

EXECUTIVE SESSION

- Attorney-Client Privileged Communication – CGS: 1-210(b)(10)

**** COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS ATTORNEY-CLIENT PRIVILEGED COMMUNICATION.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, and Messrs. Johnson, Barber and Scofield entered into Executive Session at 8:04 p.m.